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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Chief of Logistics

DATE: 28 May 1953

FROM : Acting Chief of Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL: 25X1A6a 25X1A6aa. Move to [REDACTED] (continued item)

(1) The [REDACTED] Depot was officially turned over to the Agency on Saturday, 23 May 1953. Guards were posted in the building and security surveillance was initiated. A few office files, desks and furniture were moved in preparatory to commencement of depot operations on Monday, 25 May 1953.

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(2) The emptying of Washington area warehouses began on 25 May, and the Operational Plan for effecting the move to [REDACTED] was put into effect.

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(3) The [REDACTED] is receiving first priority of attention in the move. Supplemental PBS laborers and trucks have been detailed to [REDACTED] in accordance with the plan and every effort is focused on completion of moving from this site by 30 June.

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(4) A lack of suitable trucks during the first three days of the move has slowed down the emptying of the outside storage area at [REDACTED]. Assurance has been given by [REDACTED] of General Services that PBS is making every effort to meet our requirements. It has been estimated that approximately 400 man hours has been lost in the loading while waiting on trucks. However, following the removal of the Packing and Crating Section this week-end, this problem of adequate trucks for loading out should be cleared up since a more general type vehicle, which is more readily available through PBS, can be effectively employed in working down palletized stocks within the building.

(5) Last week's report mentioned four major problems relative to effecting the move which were then unsolved. None of these projects have been completely solved as of this report but progress is being made toward their completion, and, if the assurances given for resolution thereof stand up, no special hardship is envisioned during the moving days ahead.

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- b. Supply Training at [REDACTED] (continued item)

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No change.

- c. [REDACTED] Activation: (continued item)

The driveway to the loading and unloading platform (stone base and black top) has been completed. A guard building has been installed at the main gate and overall activation of the depot has progressed satisfactorily and to the point that no further report under this heading is felt to be necessary.

- d. Supply Economy Program: (continued item)

(1) The first tangible results of this program are now being realized. Employees in the "Q" and "M" Buildings are turning in excess office supplies in great quantities. Three truckloads of excess office equipment have been returned to the warehouse by the BSO in charge of the buildings.

(2) Supply Economy posters are planned to be available for posting around 10 June.

2. PROJECTS AND STUDIES IN PROCESS:

- a. Catalog Index: (continued item)

This project can be reported completed.

- b. Stock Numbers for New Electronic Items: (continued item)

No change.

- 25X1A6a c. Non-Catalogued Items at [REDACTED] (continued item)

No change.

3. OTHER ITEMS OF INTEREST:

- a. Supply Regulations:

Eleven [REDACTED] Supply Regulations were completed and forwarded to the Chief, Administrative Staff on 26 and 27 May for final clearance and promulgation. Work is now in process on the revamping of Regulation [REDACTED] 25X1A Agency format as Headquarters Supply Regulations. These sections are planned for completion during the week of 1 June.

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b. Supply Procedures - [REDACTED]

Retyping of this Regulation is proceeding satisfactorily and this work should be completed and ready for reproduction during the week of 8 June.

c. Materials Handling Exposition:

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A member of this Division attended subject exposition in Philadelphia on 22 May. In addition, the Chief and the Assistant Chief of t25 [REDACTED] a [REDACTED] also visited this exhibit and much valuable operating information was gained. Among the major highlights of the exhibit were improvements in railroad freight cars designed to minimize damage to goods in transit and advances in design and operating performance of materials handling equipment.

4. SPECIAL PROBLEMS:

None

5. MAJOR OBJECTIVES:

No significant change to be reported.

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LO/SD:DWW:dmg:mt (28 May 1953)

Distribution:

1 - Supply

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